

**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION &**  
**PUBLIC FACILITIES**  
**STATE EQUIPMENT FLEET**  
**LIGHT-DUTY VEHICLE LEASE BOOK**

**CA 1604300, 1640301**



**2200 E. 42<sup>ND</sup> AVENUE**  
**ANCHORAGE, ALASKA 99508**

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## **SECTION I**

### **24 MONTH LEASE PROGRAM**

#### **INTRODUCTION:**

Contracts have been awarded to private vendors for leasing of vehicles to state agencies under the lease program coordinated by the State Equipment Fleet (SEF). This package contains information and instructions for agencies to use in leasing vehicles.

Leases for vehicles and equipment not contained in this package will require competitive bid action through the SEF office unless otherwise approved for a short term or seasonal short-term (no more than 12 months) need by which the agencies purchasing authority may be authorized to handle.

#### **INTENT AND PURPOSE**

The intent and purpose of the 24 Month Vehicle Lease Program is to furnish agencies an opportunity to lease needed vehicles whenever leasing is preferred to outright purchase.

Two choices of maintenance are available: Full maintenance or no maintenance. See Special Terms and Conditions for information on the maintenance program.

Just as with state-owned vehicles, lease vehicles are for official business only and subject to AS 44.68.010 through 44.68.040 governing use of state vehicles.

#### **CONTRACT AWARDS:**

This contract award package covers the contracts CA 1604300 and 1604301 with classes as noted below.

#### **LEASING PROCEDURES:**

Only the State Equipment Fleet (SEF) is authorized to place orders on the above mentioned contracts for leasing vehicles. Agencies wishing to lease vehicles must first obtain prior approval through their agency approval process then forward a Purchase Requisition to the State Fleet. The PR must state the following:

- 1) Type of vehicles to be leased, including any special color requests, additional equipment, etc.
- 2) Location vehicle will be used (note lease stipulations outside of FOB point areas).
- 3) Point of Contact regarding the lease, including payments.
- 4) Type of maintenance requested.
- 5) If this unit will replace a prior leased vehicle, please include that vehicle number.
- 6) Fund coding for the lease.

All PR's are to be sent to **STATE EQUIPMENT FLEET, 2200 E. 42<sup>ND</sup> AVENUE, ANCHORAGE, ALASKA 99508, ATTN: PROCUREMENT**. The fax number is 269-0801 – an original PR must follow all faxes,

**TERMS & CONDITIONS OF LEASE:**

Agencies are advised that the terms and conditions of the contract with the lease vendor need to be carefully examined and understood. The using agency is responsible for complying with all the terms and conditions of the lease contract as contained in this package.

**PAYMENT:**

The using agency is responsible for all payment obligations incurred under the lease program. User agencies are required to reimburse the State Equipment Fleet at the time of billing.

In the event of early contract cancellation, regardless of reason, the using agency will be responsible for an early cancellation penalty of up to 25% of the remaining lease, plus any other damage or excess mileage charges which may have been incurred.

**DAMAGE:**

The using agency is responsible for auto physical damage while it is in their possession, and for all auto liability claims caused by state operation of the leased vehicle. See Special Terms and Conditions for further information.

**INFORMATION:**

For any clarification or further information, telephone SEF Headquarters at **269-0786, or 269-0788**.

## **SECTION II VEHICLE SPECIFICATIONS AND COST**

### **GENERAL VEHICLE SPECIFICATIONS:**

#### **1.0 NEW VEHICLES:**

- 1.1 Shall be NEW, of current model year and design, at date of each order, complete with the operator's manuals and accessories customarily furnished to commercial vehicle lease customers.
- 1.2 Deluxe equipment and features are acceptable but not required and no extra charge shall be made if furnished.
- 1.3 Vehicle(s) provided are to include those items/accessories/ equipment necessary to assure continued and safe operation during general purpose use with varying terrain and weather conditions to minus 50 degrees Fahrenheit.
- 1.4 Vehicle to include all standard options as noted for each lot.

#### **2.0 REGULATORY REQUIREMENTS:** All vehicles provided under subsequent contract(s) shall meet all OSHA, EPA, State, municipal, and federal standards applicable at time of manufacture.

#### **3.0 DELIVERY:** 180 days after receipt of order from SEF.

**Class 108, Mid-Size Sedan**

<b>FORD</b>
Taurus LX, Sedan 4D (P52)
<b>Minimum Requirements</b>
Sedan 4D
V6 Engine, HP 155
Wheelbase 107, OL 186
Automatic Transmission, 4SPD OD
5 Passenger Seating (Min)
Front Wheel Drive
Four Wheel Anti-Lock Brake System
Engine Block Heater
Anti-Freeze (-50)
Coordinated Cloth Upholstery
All Season Radial Tires
Supplemental Restraint System, Driver and Passenger Airbags
Rear Window Defroster
Removable Floor Mats, Front & Rear

**CA 1604300**  
**CAL WORTHINGTON FORD**  
**2004 LEASE PRICING**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>1A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 410.98</b>	<b>\$ 9863.52</b>
<b>1A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 397.17</b>	<b>\$ 9532.08</b>
<b>1F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 429.81</b>	<b>\$ 10,315.44</b>
<b>1F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 413.65</b>	<b>\$ 9927.60</b>
<b>1J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 467.20</b>	<b>\$ 11,212.80</b>
<b>1J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 448.70</b>	<b>\$ 10,768.80</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 109, Full Size Sedan**

<b>FORD</b>
Crown Victoria, Sedan 4D (P73)
<b>Minimum Requirements</b>
Sedan 4D Full Size
V6 Engine, 175 HP
Wheelbase 110, OL 196"
Automatic Transmission, 4SPD OD
5 Passenger Seating (Min)
Front Wheel Drive or Rear Wheel w/Traction Assist
Anti-Lock Brake System
Engine Block Heater
Anti-Freeze (-50)
Coordinated Cloth Upholstery
All Season Radial Tires
Supplemental Restraint System, Driver and Passenger Airbags
Rear Window Defroster
Removable Floor Mats, Front and Rear

**CA 1604300  
CAL WORTHINGTON FORD  
2004 LEASE PRICING**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>2A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 565.93</b>	<b>\$ 13,582.32</b>
<b>2A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 542.74</b>	<b>\$ 13,025.76</b>
<b>2F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 586.34</b>	<b>\$ 14,072.16</b>
<b>2F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 556.12</b>	<b>\$ 13,346.88</b>
<b>2J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 612.41</b>	<b>\$ 14,697.84</b>
<b>2J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 575.18</b>	<b>\$ 13,804.32</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 122 1/2T Pickup, 4X4 (6000 GVWR MIN)**

<b>CHEVROLET</b>
Silverado 1500 SD Reg Cab, 4WD 8' Bed
Minimum Requirements
V8, GVWR 6000 lbs.
Automatic Transmission
3 Passenger Seating (Min)
Engine Block Heater
Rear Step Bumper
Anti-Lock Brake System, Front & Rear
Locking Rear Differential or Limited Slip
Anti-Freeze (-50)
Supplemental Restraint System, Driver and Passenger
Cloth Upholstery
All Season Radial Tires w/Full Size Spare

**CA 1604301**  
**MERCHANTS LEASING**  
**2043 LEASE PRICING**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>3A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 490.00</b>	<b>\$ 11,760.00</b>
<b>3A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 405.00</b>	<b>\$ 9720.00</b>
<b>3F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 529.00</b>	<b>\$ 12,696.00</b>
<b>3F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 444.00</b>	<b>\$ 10,656.00</b>
<b>3J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 490.00</b>	<b>\$ 11,760.00</b>
<b>3J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 405.00</b>	<b>\$ 9720.00</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.



**Class 128 Passenger Van, AWD**

<b>CHEVROLET</b>
Venture AWD Van
<b>Minimum Requirements</b>
V6, 3.8L
Wheelbase 111", OL 189"
Automatic Transmission, 4SPD OD
7 Passenger Seating (Min)
Anti-Lock Brake System
Supplemental Restraint System, Driver and Passenger Airbags
Engine Block Heater
Rear Heater
Anti-Freeze (-50)
Cloth Upholstery
All Season Radial Tires
Rear Window Defroster
Removable Floor Mats, Front and Rear

**CA 1604301  
MERCHANTS LEASING  
2004 LEASE PRICING**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>4A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 820.00</b>	<b>\$ 19,680.00</b>
<b>4A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 735.00</b>	<b>\$ 17,640.00</b>
<b>4F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 863.00</b>	<b>\$ 20,712.00</b>
<b>4F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 778.00</b>	<b>\$ 18,672.00</b>
<b>4J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 820.00</b>	<b>\$ 19,680.00</b>
<b>4J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 735.00</b>	<b>\$ 17,640.00</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 128 Passenger Van, FWD**

<b>FORD</b>
Freestar Wagon, Front Wheel Drive
<b>Minimum Requirements</b>
V6, 3.3L
Automatic Transmission, 4SPD OD
7 Passenger Seating, Min
Engine Block Heater
Anti-Lock Brake System
Rear Heater
Rear Window Defroster
Supplemental Restraint System, Driver and Passenger Airbags.
Anti-Freeze (-50)
Cloth Upholstery
All Season Radial Tires
Removable Floor Mats, Front & Rear

**CA 1604300  
CAL WORTHINGTON FORD  
2004 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>5A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 553.95</b>	<b>\$ 13,294.80</b>
<b>5A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 537.79</b>	<b>\$ 12,906.96</b>
<b>5F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 571.12</b>	<b>\$ 13,706.88</b>
<b>5F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 552.85</b>	<b>\$ 13,268.40</b>
<b>5J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 590.33</b>	<b>\$ 14,167.92</b>
<b>5J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 569.60</b>	<b>\$ 13,670.40</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 137 Passenger Van, Full Size 4X2**

<b>FORD</b>
E350 Super Duty Econoline Super Wagon (S31)
<b>Minimum Requirements</b>
V8, 330", SFI, 5.4 Liter
Automatic Transmission, 4SPD OD
15 Passenger Seating, Min
Engine Block Heater
Anti-Lock Brake System
Air Conditioning – front Min
Locking Rear Differential or Limited Slip
Daytime Running Lights
Supplemental Restraint System, Driver and Passenger Airbags.
Anti-Freeze (-50)
Vinyl Upholstery
All Season Radial Tires with a full size spare securely mounted in/on the unit
Removable Floor Mats, Front

**CA 1604300**  
**CAL WORTHINGTON FORD**  
**2043 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>6A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 559.86</b>	<b>\$ 13,436.64</b>
<b>6A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 541.36</b>	<b>\$ 12,992.64</b>
<b>6F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 580.86</b>	<b>\$ 13,940.64</b>
<b>6F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 557.67</b>	<b>\$ 13,384.08</b>
<b>6J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 605.02</b>	<b>\$ 14,520.48</b>
<b>6J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 577.15</b>	<b>\$ 13,851.60</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

### **145 Sport Utility Vehicle, Compact-Size 4X4**

<b>FORD</b>
Escape 4DR/4WD (U02)
<b>Minimum Requirements</b>
V6, SFI, 3.0 Liter
Automatic Transmission, 4 SPD OD
Min Seating for 5, Front Bucket Seats
Engine Block Heater
Anti-Lock Brake System
Supplemental Restraint System, Driver and Passenger Airbags.
Anti-Freeze (-50)
Cloth Upholstery
All Season Radial Tires, w/ Full Size Spare on Rim securely mounted
Rear Window Defroster
Removable Floor Mats, Front and Rear

**CA 1604300  
CAL WORTHINGTON FORD  
2004 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
7A.1	Anchorage	Full Maintenance	\$ 511.32	\$ 12,271.68
7A.2	Anchorage	No Maintenance	\$ 492.82	\$ 11,827.68
7F.1	Fairbanks	Full Maintenance	\$ 536.73	\$ 12,881.52
7F.2	Fairbanks	No Maintenance	\$ 515.89	\$ 12,381.36
7J.1	Juneau	Full Maintenance	\$ 559.62	\$ 13,430.88
7J.2	Juneau	No Maintenance	\$ 536.43	\$ 12,874.32

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

### **150 Sport Utility Vehicle, Mid-Size 4X4**

<b>FORD</b>
Explorer 4DR/4WD (U34)
<b>Minimum Requirements</b>
V6, SFI, 4.0 Liter
Automatic Transmission, 4 SPD OD
Min Seating for 5, Front Bucket Seats
Engine Block Heater
Anti-Lock Brake System
Locking Rear Differential or Limited Slip
Daytime Running Lights
Supplemental Restraint System, Driver and Passenger Airbags.
Anti-Freeze (-50)
Vinyl Upholstery
All Season Radial Tires, w/ Full Size Spare on Rim securely mounted
Rear Window Defroster
Removable Floor Mats, Front and Rear

**CA 1604300  
CAL WORTHINGTON FORD  
2004 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
8A.1	Anchorage	Full Maintenance	\$ 576.44	\$ 13,834.56
8A.2	Anchorage	No Maintenance	\$ 557.94	\$ 13,390.56
8F.1	Fairbanks	Full Maintenance	\$ 598.37	\$ 14,360.88
8F.2	Fairbanks	No Maintenance	\$ 577.53	\$ 13,860.72
8J.1	Juneau	Full Maintenance	\$ 621.05	\$ 14,905.20
8J.2	Juneau	No Maintenance	\$ 597.86	\$ 14,348.64

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 152 Sport Utility Vehicle, Full-Size 4X4**

<b>CHEVROLET</b>
Tahoe, 4WD
<b>Minimum Requirements</b>
V8, 4.6 Liter, HP 232
Automatic Transmission, 4 SPD OD
Min Seating for 5, Front Bucket Seats
Engine Block Heater
Anti-Lock Brake System
Locking Rear Differential or Limited Slip
Daytime Running Lights
Supplemental Restraint System, Driver and Passenger Airbags.
Anti-Freeze (-50)
Vinyl Upholstery
All Season Radial Tires, w/ Full Size Spare on Rim securely mounted
Rear Window Defroster
Removable Floor Mats, Front and Rear

**CA 1640301  
MERCHANTS LEASING  
2004 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>9A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 568.00</b>	<b>\$ 13,632.00</b>
<b>9A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 479.00</b>	<b>\$ 11,496.00</b>
<b>9F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 599.00</b>	<b>\$ 14,376.00</b>
<b>9F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 509.00</b>	<b>\$ 12,216.00</b>
<b>9J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 568.00</b>	<b>\$ 13,632.00</b>
<b>9J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 479.00</b>	<b>\$ 11,496.00</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 155 3/4T Pickup, 4X4 (8500 GVWR MIN)**

<b>CHEVROLET</b>
2500 Reg Cab, 4WD 8' Bed (F21)
<b>Minimum Requirements</b>
V8, SFI, 5.4 Liter
Automatic Transmission
3 Passenger Seating (Min)
Engine Block Heater
Rear Step Bumper
Anti-Lock Brake System, Front & Rear
Locking Rear Differential or Limited Slip
Daytime Running Lights
Anti-Freeze (-50)
Supplemental Restraint System, Driver and Passenger
Vinyl Upholstery
All Season Radial Tires w/Full Size Spare

**CA 1604301  
MERCHANTS LEASING  
2004 LEASE PRICING**

**DELIVERY: 180 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>10A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 531.00</b>	<b>\$ 12,744.00</b>
<b>10A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 446.00</b>	<b>\$ 10,704.00</b>
<b>10F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 568.00</b>	<b>\$ 13,632.00</b>
<b>10F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 483.00</b>	<b>\$ 11,592.00</b>
<b>10J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 531.00</b>	<b>\$ 12,744.00</b>
<b>10J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 446.00</b>	<b>\$ 10,704.00</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.

**Class 155 3/4T Ex-Cab Pickup, 4X4 (8600 GVWR MIN)**

<b>CHEVROLET</b>
2500 Ex Cab, 4WD 8' Bed (3 <sup>rd</sup> door min w/rear seat)
<b>Minimum Requirement</b>
V8, 5.4 Liter
Automatic Transmission
6 Passenger Seating (Min)
Engine Block Heater
Rear Step Bumper
Anti-Lock Brake System, Front & Rear
Locking Rear Differential or Limited Slip
Daytime Running Lights
Anti-Freeze (-50)
Supplemental Restraint System, Driver and Passenger
Vinyl Upholstery
All Season Radial Tires w/Full Size Spare

**CA 1604301  
MERCHANTS LEASING  
2004 LEASE PRICING**

**DELIVERY: 120 Days ARO**

<b>Item No.</b>	<b>Area</b>	<b>Maintenance Option</b>	<b>Monthly Payment</b>	<b>Extended Cost MO X 24 =</b>
<b>11A.1</b>	<b>Anchorage</b>	<b>Full Maintenance</b>	<b>\$ 557.00</b>	<b>\$ 13,368.00</b>
<b>11A.2</b>	<b>Anchorage</b>	<b>No Maintenance</b>	<b>\$ 472.00</b>	<b>\$ 11,328.00</b>
<b>11F.1</b>	<b>Fairbanks</b>	<b>Full Maintenance</b>	<b>\$ 604.00</b>	<b>\$ 14,496.00</b>
<b>11F.2</b>	<b>Fairbanks</b>	<b>No Maintenance</b>	<b>\$ 519.00</b>	<b>\$ 12,456.00</b>
<b>11J.1</b>	<b>Juneau</b>	<b>Full Maintenance</b>	<b>\$ 557.00</b>	<b>\$ 13,368.00</b>
<b>11J.2</b>	<b>Juneau</b>	<b>No Maintenance</b>	<b>\$ 472.00</b>	<b>\$ 11,328.00</b>

\*In the event a vehicle accumulates more than this, the State agrees to a \$0.15 per mile charge for excessive mileage over 12,000 miles per year for each respective vehicle.



### **SECTION III SPECIAL TERMS AND CONDITIONS**

**LOCATIONS:** Each successful bidder will be required to provide vehicles in only the location(s), Anchorage, Fairbanks or Juneau, with respect to which locations that bidder is successful.

**USAGE:** Vehicles are intended for general governmental use for the conduct of State official use only.

**LESSEE:** As defined in this bid, “Lessee”, also referred to as “the State”, “user department” and/or “agency” is the party leasing the vehicle from the lease vendor.

**LESSOR:** As defined in this bid, “Lessor” is also referred to as “successful bidder”, “lease vendor”, and “authorized warranty dealer”.

**CONTRACT TERM:** Successful Bidders will be awarded a Primary Contract for lease orders from date of final award for the next consecutive 12 months. The duration of the vehicle leases are 24 months with a possible 12 month extension as outlined in this section. The “primary contract” will be used by Statewide Equipment Fleet to place orders for vehicle leases.

**EXCESS MILEAGE CHARGE:** Mileage in excess of 12,000 miles per year will be charged at a rate of \$.15 for each mile in excess of the allowable limit. Charges for excess mileage will appear on the final billing statement as a separate line item.

**LEASE PERIOD:** Each individual vehicle lease will be effective on the date that the vehicle is received and accepted by the State Equipment Fleet (SEF) representatives (at one of the three regional offices in Anchorage, Fairbanks and Juneau) and will terminate at the end of the twenty-fourth (24<sup>th</sup>) month thereafter. Each lease is contingent upon appropriation of funds by the Legislature of the State of Alaska. Early terminations will be per this section, paragraph 11. Early termination will be by 30 days notice, given in writing.

Lease period will terminate and monthly billing will cease on the date that facsimile notice is sent by SEF shop personnel to Lessor’s fleet/lease coordinator along with notification that the leased vehicle is ready for turn-in inspection.

SEF shop personnel will also coordinate the date and time for turn-in inspection with Lessor’s fleet/lease coordinator.

The lease period may be extended on a month-to-month, if Lessor and SEF Headquarters mutually agree. The month to month rate will be the same as for the contract period immediately prior to the extension.

**LEASE EXTENSIONS:** The Lessor acknowledges that State may request a one-year (12 month) extension of the original 24 month lease period that have actually reached established termination date, but only where mileage will not exceed 36,000 total within the third year or succeeding 12 months. In these events, the using agency shall be required to contact the State Equipment Fleet Headquarters in writing to request such extensions. Should SEF Headquarters agree to the one-year extension, it shall so notify the Lessor in writing. The monthly rate will be reduced by 10% effective upon date of SEF Headquarters "Advice of Change" for the one-year extension.

One-year extensions may be extended on a month-to-month, if Lessor and SEF Headquarters mutually agree. It will terminate and monthly billing will cease on the date that facsimile notice is sent by SEF shop personnel to Lessor's fleet/lease coordinator along with notification that the leased vehicle is ready for turn-in inspection.

Extensions on "Full Maintenance" are limited to 24 month, 36,000 mile restrictions, whichever comes first. Units which have reached 36,000 during the 24 month lease period, or which will reach 36,000 miles during the subsequent 12 month extension period, will not be renewed.

**NOTIFICATION OF EXPIRATION:** Lessor shall notify the SEF Lease Coordinator of pending expiration of each lease term in writing 90 days prior to expiration of the lease term.

**REPLACEMENT/SUBSTITUTE VEHICLE:** Should the originally leased vehicle become inoperative for any reason, other than damage caused by the State, the successful bidder will provide a replacement lease vehicle. Such replacement vehicle will be provided upon request by the State but only if original vehicle is inoperative for forty-eight (48) hours or longer. Should circumstances not allow Lessor to furnish a substitute vehicle, the monthly lease rate shall be prorated and credited to the State. A replacement/substitute vehicle must be functional equivalent, at a price not-to-exceed bid price, and must be acceptable to the using agency.

Excessive maintenance requirements/down time during manufacturer's warranty period will be just cause for the State to demand replacement vehicle of similar model and condition for duration of original lease term.

**EARLY CANCELLATION:** In the event of early contract cancellation by the using agency, the using agency will be liable for penalty charges not to exceed 25% of remaining lease payments.

**AUTO PHYSICAL DAMAGE** (property damage to the leased vehicle):

The using agency will assume responsibility for physical damage to the leased vehicle while it is in the possession of the State, except as provided below, and except to the extent the damage is caused in whole or part by any defect in the leased vehicle, or the Lessor's breach of this contract. At the time of vehicle turn-in, the using agency will be responsible for fair wear and tear damage only to the extent such usage damage exceeds \$400.00 (the \$400.00 is not a deductible for usage, damages, missing parts, paint damage, etc.)

Physical damage includes holes drilled in the vehicle body and interior for installation of radios, microphones, antennae, emergency light bars, and collisions or traffic accidents, but excludes fair wear and tear and cosmetic damage to the vehicle, tires, paint and glass.

Lessor (lease vendor) will assume responsibility for all other physical damage to the leased vehicles, including but not limited to fair wear and tear and cosmetic damage to the vehicle, tires, paint and glass. If the vehicle is involved in a collision or traffic accident the using agency is required to give written notice to the Lessor within forty-eight (48) hours of the accident.

1. Notice should include an appropriate police report, and must include a State Accident Investigation Report. A copy will be faxed to the regional SEF facility as soon as available after the accident.
2. Failure to give timely notice or provide necessary information may result in using agency being financially responsible for vehicle repairs, regardless of how damage was caused.
3. A Copy of each accident damage repair estimate shall be sent to the Lessor for approval of repair facility.
4. All notices to Lessor (lease vendor) are to be made in writing and mailed by certified mail, return receipt requested.

**AUTO LIABILITY** (property damage or bodily injury to others): The State will assume responsibility for all claims arising from damage or injury to other property or persons proximately caused by the State's operation of the leased vehicle. Lessor is responsible for all claims arising from vehicle defects and Lessor's operations or maintenance of the leased vehicle.

#### **MAINTENANCE:**

Full maintenance must be provided by the Lessor at the location with respect to which the leased vehicle was bid.

**Full Maintenance:** Successful bidder(s) will be required to provide all factory recommended maintenance, tune up, scheduled oil/lubrication changes, major and minor repairs, warranty work, applicable IM tests and certificates, and factory recommended winterization, for the full term of the lease. Maintenance leases are available for 24 months or 36,000 miles, whichever comes first.

**No Maintenance:** The using agency will assume full responsibility for maintenance, per warranty requirements only. In addition, user shall include winter maintenance. Lessor will provide warranty work and applicable IM tests and certificates.

**Winterization (heavy duty):** This winterization, such as 11- volt AC oil pan heaters (engine and transmission), 110 volt AC battery blankets, snap-on type winter fronts, but excluding 110 volt AC immersion heaters, may be ordered from Lessor for one-time up-front charge not to exceed dealer's posted retail or fleet price, whichever is lower, at time of lease delivery order.

**DELIVERY – RETURN REQUIREMENTS:** Lessor is required to deliver each vehicle to the Regional SEF shop in the primary area of Fairbanks, Juneau, or Anchorage, with respect to which the vehicle is ordered. Lease period will terminate and monthly billing will cease on the date that facsimile notice is sent by SEF shop personnel to Lessor's fleet/lease coordinator along with notification that the leased vehicle is ready for turn-in inspection.

**TURN-IN INSPECTION PROCEDURE:** The State has established an official procedure through which leased vehicles are returned when lease is terminated.

1. SEF shop personnel will contact Lessor's fleet/lease coordinator to coordinate date and time for "turn-in inspection". Confirmation by the Lessor of such contact will be in the form of a fax or email to the State within one working day of notice.
2. The Lessor is responsible for picking up the unit within 48 hours unless other arrangements are made.
3. The lease terminates the day the fleet/lease coordinator contacts the Lessor to turn in the unit.
4. The turn-in inspection shall determine and define repairs, if any, to be paid by the State in order to return the vehicle to "average" used car/truck condition in consideration of year, model, mileage and normal wear and tear.
5. Inspection shall include representatives of the State and Lessor.

6. A vehicle condition report will be completed and concurring signatures by the State and Lessor affixed thereon. Copies of which will be available to each.

When the above is concluded, the State shall return custody of the vehicle to Lessor and all subsequent liability shall cease to be the responsibility of the State.

If a damage report or repair cost is disputed, at the expense of the State, a qualified agent from Northern Adjusters, Inc., or another professionally recognized appraiser, may be commissioned for an independent claim appraisal. Such appraisal shall be binding upon the State and Lessor.

**INTERIM USE VEHICLE:** This provision is in lieu of “REPLACEMENT VEHICLES” conditions. The State recognizes that Lessor may not be able to provide original vehicles of the type/size requested within the time frame designated in the bid. In this event, successful bidder may be required to provide substitute vehicles during the interim. Vehicles furnished through this provision shall be protected under terms/conditions of subsequent contracts. The interim use vehicle must be functionally equivalent, at a price not-to-exceed bid price, and must be acceptable to the using agency.

**ORDERING PROCEDURE:** Only one State agency has the authority to place orders for vehicle leases. The Department of Transportation & Public Facilities, Statewide Equipment Fleet (SEF), located in the DOT&PF Annex Building at 2200 East 42<sup>nd</sup> Ave (RM#305), Anchorage Alaska 99508, is the ordering agency. Administration of resulting contracts will be SEF responsibility.

**INVOICE PROCEDURE:** Successful bidder will be required to submit monthly invoices for each unit to the following address:

HQ, State Equipment Fleet  
2200 E. 42<sup>nd</sup> Avenue  
Anchorage, Alaska 99508

To facilitate payment procedures, it is required that invoices cover lease periods of one month (e.g., first through the thirty-first). Should delivery occur during mid month the rate must be prorated and invoiced accordingly. To effect timely payment, the invoice must contain the Delivery Order number, VIN number and state vehicle number.

Each month the Lessor shall transmit in electronic form a spreadsheet containing the account information for each vehicle, to include life to date payments, additional charges, etc. A copy of same must be provided at time of final invoice for returned units.

Lease vendors are not permitted to issue vehicles prior to receipt of a Delivery Order from the Statewide Equipment Fleet authorizing the lease.

Monthly billing will cease on the date that a facsimile notice is sent by SEF shop personnel to the Lessor with notification that the leased vehicle is ready for turn-in inspection.

After release of the unit, the Lessor shall, within 30 days, provide a final invoice to include excess mileage charges, damage charges, etc. listed as separate line items.

All charges for damages shall include an itemized list for the charges. The vehicle shall not be released for resale until such time as the State has an opportunity to inspect the unit once the list has been provided.

In the case of a dispute on damage charges, the State may retain a third party appraiser such as Northern Adjustors to provide a second estimate for damage repair.

**INTER-AREA TRANSFER:** By mutual agreement the State may transfer vehicles from area to area whenever the same Lessor has service facilities or service capability in the areas involved. The monthly lease rate will be adjusted to reflect the current area's maintenance schedule price.

**PURCHASE OPTION:** There is no purchase option associated with this bid.